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# **CIVILIAN PERSONNEL CAREER MANAGEMENT**

ARMY CIVILIAN TRAINING, EDUCATION, AND  
DEVELOPMENT SYSTEM (ACTEDS) PLAN

**ADDENDUM B**  
TO THE REGISTERED NURSE ACTEDS PLAN

**CLINICAL NURSE/NURSE SPECIALIST**  
**PEDIATRICS**

**ACTEDS PLAN**

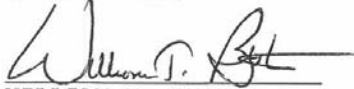
**CORNERSTONE OF CONCERNED HEALTH CARE**

## F O R E W O R D

This Department of the Army Civilian Training, Education, and Development System (ACTEDS) Plan for the civilian Pediatric nurse provides careerists and management with a guide to assist in career enhancement and progression. Training and development plans are essential in developing and enhancing an individual's knowledge, skills, and abilities; hence, promoting optimal performance, effectiveness, and efficiency. This plan, if followed, will provide all civilian Pediatric nurses the opportunities to become leaders of tomorrow in their field.

Pediatric nurses and their supervisors are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of command share in the responsibility of implementing guidance contained in this plan. This will help to ensure a continuing source of highly qualified civilian Pediatric nurses for the Department of the Army.

APPROVED BY:



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## **ADDENDUM B**

### **ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

#### **PEDIATRIC NURSE OCCUPATIONAL SERIES 610 (Career Field 53)**

**Introduction.** This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Pediatric nurse (PN) portion of the plan, and must be used in conjunction with the basic RN ACTEDS Plan. This addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the Pediatric nursing community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this Addendum is a part.

<u>Contents</u>	<u>Page</u>
1. Objectives	3
2. Structure	3
3. Key Positions	3
4. Responsibilities	3
5. Career Path	4
6. Competencies	5
7. Master Training Plan	5
8. Affirmative Action/Equal Employment Opportunity	6
Career Path Chart	Appendix A
Competencies	Appendix B
Master Training Plan Matrix	Appendix C
Master Training Plan Course Descriptions	Appendix D
Glossary	Appendix E

## **ADDENDUM B**

### **ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

#### **PEDIATRIC NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)**

##### **1. OBJECTIVES.**

a. To assist employees and supervisors in determining specific education and experiences needed for the Pediatric nurse (PN) specialty.

b. To enable Pediatric nurses (PNs) to plan and schedule clinical and leader development activities appropriate for their chosen career progression.

c. To identify broad-based training needs throughout the PN's employment.

d. To provide PNs a comprehensive list of the competencies applicable to PN nursing practice.

e. To aid in the recruitment and retention of quality RNs identifying the numerous training and career advancement opportunities offered by Department of the Army (DA) in the PN community.

**2. STRUCTURE.** This plan applies to all Army civilian RN employees working in the field of Pediatric nursing, regardless of the level at which they were hired, and the organization or agency to which they are assigned or attached.

**3. KEY POSITIONS.** Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any PN can be assigned. There is no one Key Position in Pediatric nursing; rather positions are established according to the responsibilities assigned at each installation or agency.

**4. RESPONSIBILITIES.** Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS plan.

**5. CAREER PATH.** (Appendix A) The career path for the PN represents progression in Pediatric nursing normally beginning at the entry level and continuing to the advanced level. Descriptive levels are as follows:

a. Entry Level. At the entry level (normally GS-07/09), the new PN generally requires on-the-job training (OJT) experience and technical training. Emphasis is placed on involvement with and training in: (a) pediatric nursing fundamentals; (b) fundamentals of federal law, DA regulations, and directives in promoting wellness; and (c) computer training to assist in managing pediatric health programs. Personnel have responsibility for assisting with training subordinates, peers, and students.

Typical pediatric nursing assignments at the entry level include, but are not limited to: (a) providing comprehensive nursing care to pediatric patients based on the physician's medical care plan and the needs of the patient; (b) obtaining initial information and history of symptoms from patients and parents; (c) educating and preparing patients for tests, examinations, and treatment; and (d) preparing and reviewing records, laboratory sheets, etc., under the supervision of a senior PN.

b. Intermediate Level. Intermediate level/staff nurse positions (GS-10/11/12) represent full journeyman performance. The primary focus is on increasing the technical knowledge and skills of the PN. Secondarily, emphasis is placed on management and human relation skills. Work assignments will be selected to add to the depth and breadth of their technical and leadership competence. Some of the work assignments include: (a) managing a pediatric program at an installation where the PN is the sole asset, or program requirements dictate additional management oversight, (b) serving as the technical expert or point of contact for program direction; and assisting in training of subordinates, peers, and students.

The intermediate level PN's self-development activities are accelerated and focused to ensure that PNs continue to add to their variety of experiences. They will continue to receive specialized training for progressively responsible assignments, including leadership training for personnel selected to fill supervisory positions. Graduate study, speaking and writing activities, and active participation in professional group activities are encouraged. Personnel at this level are encouraged to obtain national certification from any of a variety of applicable specialty boards or recognized certification providers, such as the American Nurses Association for certification in Pediatric/Maternal Childcare. Personnel must also be responsible for formal precepting and informal OJT of staff.

At the GS-12 supervisory level, emphasis is primarily placed on developing managerial and administrative abilities, and secondarily, broadening the employee's technical knowledge and skills.

c. **Advanced Level.** At the GS-13/14 levels, all advanced level PNs are recognized as subject-matter-experts (SMEs). They routinely make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the Pediatric nursing community. They also are responsible for training subordinates, peers, and students. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified or, where possible, new experiences need to be identified. Training will be on topics that are emerging issues in the specialized aspects of Pediatric nursing as well as seminars and conferences where these topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

**6. COMPETENCIES.** (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies, commonly referred to as the knowledge, skills, and abilities (KSAs), found at Appendix B. Equivalency credit for competencies gained may be granted for formal courses or OJT received from sources other than from the courses listed at Appendix D of this Addendum. The required equivalency credit form is at Appendix G of the basic RN ACTEDS Plan.

**7. MASTER TRAINING PLAN (MTP).** (Appendix C)

a. **Universal Training.** Employees enter Pediatric nursing with varying degrees of experience, capability, and potential for growth. For this reason, training identified in the MTP Matrix at Appendix C should be based on what formal training and/or OJT the individual brings to the job in comparison with that required for advancement as outlined in this Addendum. Broadband training, shown in the MTP, is identified as those courses and OJT that cover a spectrum of grade levels. This training may be completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

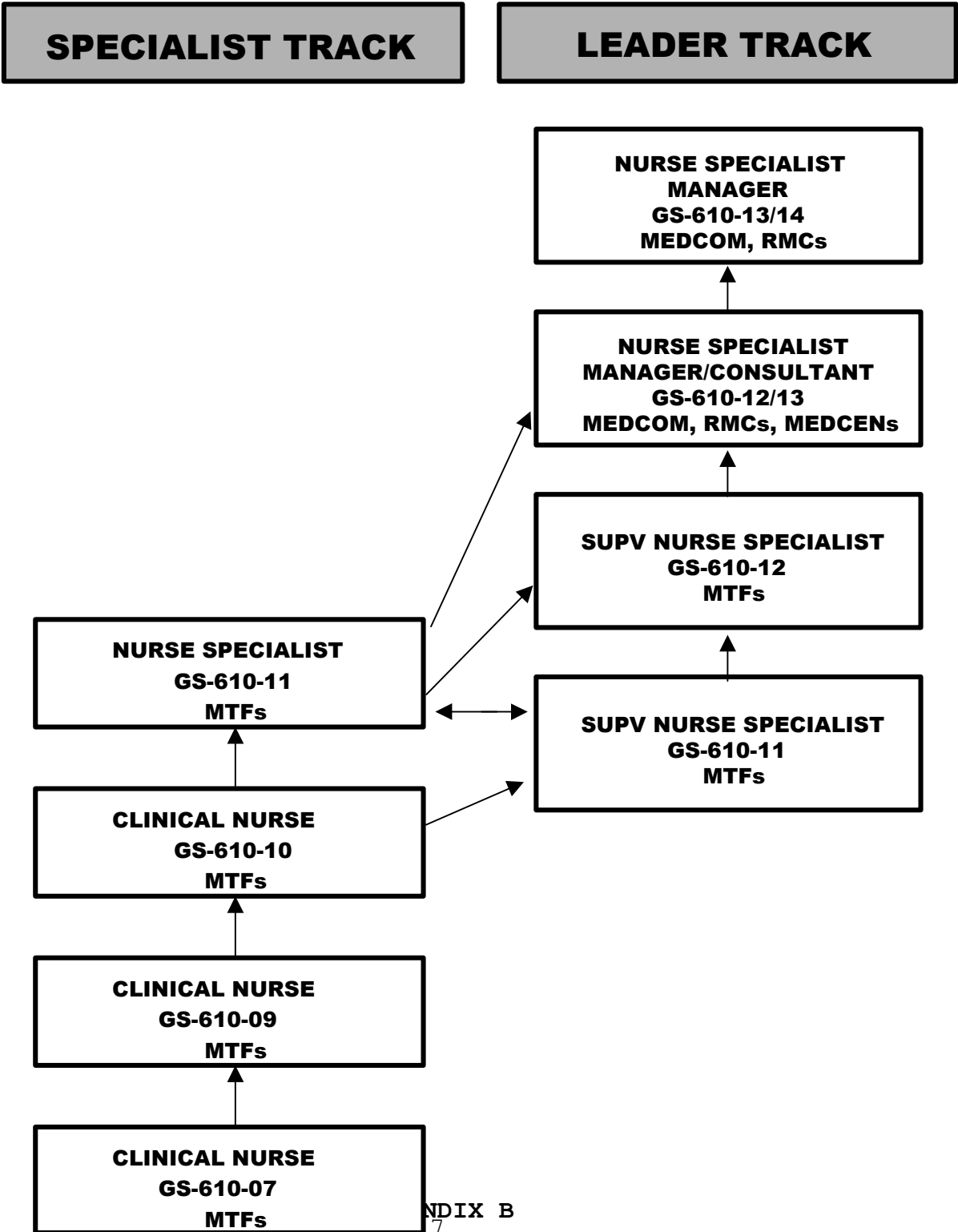
b. Self-development. In addition to the mandated training outlined in the MTP, PNs at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. Additional self-development activities are defined in the basic RN ACTEDS Plan.

c. Competitive Training. Competitive training includes Army-wide competitive programs (such as senior service colleges and the Sustaining Base Leadership and Management Program) that are centrally funded by DA. It also includes fellowship programs, developmental assignments, and training-with-industry which may be funded by the installations, Major Commands (MACOMs), or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

**8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY.** Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

# APPENDIX A

## PEDIATRIC NURSE CAREER PATH CHART



APPENDIX B  
7



1. **Nursing** - Knowledge of the nursing process as it relates to the pediatric setting in order to provide age-specific nursing care.
2. **Nursing** - Knowledge of the pediatric disease process in order to effectively triage patients and anticipate complications.
3. **Nursing** - Knowledge of federal, state, and local regulations as they relate to nursing in general and to the pediatric setting in the areas of safety and health in order to ensure compliance in accordance with latest guidance.
4. **Nursing** - Knowledge of age-specific growth, development, and the educational needs of: (a) the infant; (b) the child; and (c) the adolescent in order to provide specialized service to patients.
5. **Nursing** - Knowledge of age-specific immunizations in order to ensure they are current.
6. **Nursing** - Knowledge of the principles of pediatric case management in order to ensure continuity of care.
7. **Nursing** - Knowledge of Pediatric oncology and chemotherapy in order to administer chemotherapeutic agents to pediatric patients.
8. **Nursing** - Skill in formulating a diagnosis in order to develop an age-specific plan of care by synthesizing and evaluating collected data.
9. **Nursing** - Skill in developing and implementing an age-specific plan of care, including illness prevention and health promotion in order to develop effective individualized plans of care.
10. **Nursing** - Skill in evaluating the effectiveness of an age-specific care plan in order to recognize the need for modification of the plan.

11. **Nursing** - Ability to complete an age-specific physical assessment of the pediatric patient in order to accurately assess and interpret the patient's current health status and health data

gathered.

12. **Nursing** - Ability to recognize psycho-social family processes that affect the patient in order to identify interventions and family education required.

13. **Education** - Ability to maintain current knowledge in pediatric nursing in order to maintain competence and certification by attending continuing education programs.

14. **Research** - Ability to perform research studies concerning the population in order to improve the level of care given.

**APPENDIX C**  
**MASTER TRAINING PLAN MATRIX FOR PEDIATRIC NURSE**

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES  (Appendix B)	COURSE NUMBER  (Appendix D)
			GS-07 GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Preceptor Development Course	FC	8	U2	U1	U1	U1			Local	1, 2, 3, 4, 5, 7, 8, 9	1
Pediatric Physical Assessment Course	FC	Varies	U2		U1	U1			University- Based	1, 2, 4, 5, 10	2
Pediatric Advanced Life Support (PALS) Course	FC	16	U1	U1	U1	U1*	U1*	U1*	Local	1, 2, 4, 7, 8, 10, 12	3
Pediatric Advanced Life Support Recertification Course	FC	8	U2	U1	U1	U1*	U1*	U1*	Local	1, 2, 4, 7, 8, 10, 12	4
Neonatal Resuscitation Course	FC	16	U2	U1	U1	U1*	U1*	U1*	Local	1, 2, 4, 7, 8, 10, 12	5
Neonatal Resuscitation Recertification Program	FC	8	U2	U1	U1	U1*	U1*	U1*	Local	1, 2, 4, 7, 8, 10, 12	6
Case Management Principles For The Pediatric Nurse	FC	40	U2	U2	U1	U1			Professional Org- Based	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,	7
Pediatric Certification American Nurses Credentialing Center	FC	VARIES	U2	U2	U1	U1	U1*	U1*	Local	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13	8
Pediatric Chemotherapy Course	FC	8	U2	U1	U1	U1	U1*	U1*	Local	1, 2, 7, 8, 9, 10, 11, 12, 13, 14	9
Critical Reading of Research Publications	CC/OL	12				U1	U1	U1	RMC NESDS	14	10
Infant Security/Safety	FC	4	U1**	U1**	U1**	U1**	U1**	U1**	RMC Orientation	13	11

LEGEND: FC = FORMAL COURSE      U1 = UNIVERSAL PRIORITY I      C = COMPETITIVE      \* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT  
 CC/OL = CORRESPONDENCE COURSE/ON-LINE      U2 = UNIVERSAL PRIORITY II      SUP = SUPERVISOR ONLY      \*\* = ANNUAL REQUIREMENT  
 OJT = ON-THE-JOB TRAINING      U3 = UNIVERSAL PRIORITY III      DVP = DEVELOPMENT ASSIGNMENT      \*\*\* = BY EXCEPTION



## APPENDIX D

### MASTER TRAINING PLAN COURSE DESCRIPTIONS

- 1. Preceptor Development Course.** Prepares experienced nursing personnel to serve as preceptors. Facilitates the transition of new nursing personnel to clinical nursing. (Source: Local) (8 Hours)
- 2. Pediatric Physical Assessment Course.** Prepares RNs in the basic theory and practice of pediatric physical assessment. Includes health histories, performing complete physical examinations, recording historical and physical data, and applying the nursing process. Covers key areas that include all major body systems. (Source: University-Based) (Length varies)
- 3. Pediatric Advanced Life Support Course.** An intensive two-day course which provides information and strategies for, 1) preventing cardiopulmonary arrest in infants/children, 2) recognizing the infants/children at risk for cardiopulmonary arrest, and 3) developing cognitive/psychomotor skills necessary for resuscitating/stabilizing the infants/children victims of cardiopulmonary arrest. (Source: Local) (16 Hours)
- 4. Pediatric Advanced Life Support Recertification Course.** An intensive one-day course conducted at the local level for the recertification of the Pediatric nurse. Conducted every two years after the Pediatric nurse has completed the initial Pediatric Advanced Life Support Course (Course #3 above) to satisfy the bi-annual requirement for recertification. (Source: Local) (8 Hours)
- 5. Neonatal Resuscitation Course** (Formerly Neonatal Advanced Life Support Course). An intensive two day course which provides information and strategies for resuscitation and stabilization of both premature and term neonates at delivery; also includes information and strategies for the prevention, recognition, and stabilization of cardiopulmonary emergencies of the neonate. (Source: Local) (16 Hours)
- 6. Neonatal Resuscitation Recertification Course.** An intensive one-day course conducted at the local level for the recertification of the Pediatric nurse. Conducted every two years after the Pediatric nurse has completed the initial Neonatal Resuscitation Course (Course #5 above) to satisfy bi-annual requirement for recertification. (Source: Local) (8 Hours)

**7. Case Management Principles for The Pediatric Nurse.** Addresses the holistic approach to pediatric care and the utilization of managed care systems in the delivery of care to the pediatric patient. Strategies are presented for identifying and managing a variety of providers, and establishing a comprehensive cost-effective program. (Source: Professional Organization-based) (40 Hours)

**8. Pediatric Certification, American Nurses Credentialing Center.** Completion of a National Certification exam and includes continuing education requirements for recertification for Pediatric nurses. (Source: Local) (Length varies)

**9. Pediatric Chemotherapy Course.** An intensive one-day course conducted at the local level that provides information and training for administering chemotherapeutic agents to the pediatric population. Covers anatomy and physiology components of both the drugs and the disease process. Includes requirements for recertification. (Source: Local) (8 Hours)

**10. Critical Reading Of Research Publications (CRRP).** This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing education credit. The course is available on-line at: <http://armynursecorps.amedd.army.mil/crrp.htm> (Source: RMC NESDS) (12 Hours)

**11. Infant Security and Safety for Healthcare Professionals.** Provides information on infant security for healthcare professionals. Presentation based on information provided by the National Center for Missing and Exploited Children. In-service training provided during orientation and updated annually. (Source: RMC) (4 Hours)

**APPENDIX E****GLOSSARY****ACRONYM****DEFINITION**

ACTEDS	-	Army Civilian Training, Education, and Development System
DA	-	Department of the Army
FC	-	Functional Chief
FCR	-	Functional Chief Representative
KSAs	-	Knowledge, Skills, and Abilities
MACOMs	-	Major Commands
MEDCENS	-	Medical Centers
MEDCOM	-	Medical Command
MTF	-	Medical Treatment Facility
MTP	-	Master Training Plan
NESDS	-	Nursing Education and Staff Development Service
OJT	-	On-the-Job Training
PALS	-	Pediatric Advanced Life Support
PN	-	Pediatric Nurse
PNs	-	Pediatric Nurses
RMC	-	Regional Medical Command
RN	-	Registered Nurse
SMEs	-	Subject-Matter-Experts

